



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Challenge School, Inc.

CTD: 07-87-72

Site(s): Challenge Charter School

Contact: Renae Niesen

Review Date: November 17, 2016

Review Period: October 2016

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
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Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.

None required.

Performance Standard 1: Meal Counting & Claiming- Critical Area

SBP meal count total for the month of review was not correctly combined and recorded. This was deemed a non-systemic error and contributed toward fiscal action calculations.	1 meal was over claimed for breakfast during the review period (October). Discussed error with the Director.	<i>Please provide a written description of how you will ensure all claims are submitted accurately.</i>
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Performance Standard 2: Meal Components & Quantities- Critical Area

Portion sizes observed on the day of review did not meet minimum amounts required by the meal pattern. Specifically at breakfast all meals were served with 1/2 of fruit. Serve only requires 1 cup of fruit be served with every meal.	Discussed the difference between serve only and offer versus serve. Discussed potentially changing meal service at breakfast to offer versus serve. Meal pattern of the National School Breakfast Program can be found on ADE's website at http://www.azed.gov/health-nutrition/meal-pattern/ . Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).	<i>Please provide a written description of the changes that have been made to ensure that 1 cup of fruit is given to each student at breakfast in order to meet minimum amounts required by the meal pattern.</i>
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Meat/meat alternate for the week of review did not meet meal pattern requirement.	The sausage patty planned with the French toast for 10/4 did not have a Product Formulation Statement or CN label. The m/ma for the week was 8.5 oz. equivalents and the requirement for K-8 is 9 oz. equivalents. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).	<i>Please provide a Product Formulation Statement or CN label of the new sausage patty or product used in place of the non-CN labeled sausage patty.</i>
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Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

Additional sodium is contributed to the menu with croutons and pickles at the salad bars. Serving sizes of these items are not monitored.	Students took many scoops of croutons and pickles. Discussed with the Director that staff monitoring the salad bars should be regulating the amount of non-reimbursable items taken by students and that each of these items contribute sodium to the menu.	<i>Please provide a written plan to limit the amount of croutons and pickles taken by students at the salad bars.</i>
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Meal Access & Reimbursement: Certification & Benefit Issuance

The correct income eligibility guidelines were not used in certifying household applications through Meal Magic. Specifically all applications are being converted to yearly income.	Discussed with Director that Meal Magic should not convert applications with one income frequency to yearly. Referred to the How to Process Household Applications PowerPoint on the ADE website: http://www.azed.gov/health-nutrition/files/2016/08/howtoguide-processhouseholdapplications_august2016_qq.pdf	<i>Please provide written assurance that applications will be processed according to the proper guidelines and income frequencies.</i>
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Meal Access & Reimbursement: Verification

No findings.	<i>None required.</i>
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Meal Access & Reimbursement: Meal Counting & Claiming

No findings.	<i>None required.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

OVS was not implemented properly. Staff required all students to select both a 1/2 cup of fruit and vegetable at the salad bar before leaving the line.

Provided technical assistance on proper implementation of OVS with Director. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <http://www.azed.gov/health-nutrition/files/2015/07/sp41-2015a.pdf>.

Please provide written assurance that serve only and offer verses serve requirements are discussed and fully understood by staff.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Signage which explains what constitutes a reimbursable meal does not specifically state the fruit and vegetable requirement for SBP (1 cup) and NSLP (1/2 cup).

Discussed feasible options for signage and potential content (adding specific quantities to white board). Printable POS Signage can be found on ADE's website at <http://www.azed.gov/health-nutrition/meal-pattern/>.

Please provide written assurance that reimbursable meal signage now contains proper portion sizes for fruit and vegetable for SBP and NSLP.

Resource Management

No findings.

None required.

General Program Compliance: Civil Rights

No findings.

None required.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

The LWP did not contain required elements, specifically goals for nutrition education, physical activity, and food and beverage standards.

Discussed required elements of the LWP with the Director. Discussed missing goals that need to be incorporated in the LWP. Reviewed the LWP final rule information and date the LWP should be in compliance per the USDA.

Please provide a written plan for how the missing elements of the LWP will be included. The plan should include who will be involved in updating the LWP and the date the update is expected to be completed.

A recent assessment of the implementation of the LWP has not been conducted.	Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017. Additionally, discussed the final rule requires that LEAs must conduct an assessment of the wellness policy every 3 years. This assessment will determine: Compliance with the wellness policy; How the wellness policy compares to model wellness policies; Progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/health-nutrition/wellness-policy/ .	<i>Please provide a expected date the assessment will be created and completed.</i>
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General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

Professional Standards training tracker created by the Director does not contain all required information.	Discussed with the Director that the current tracker in use is missing the full-time, part-time position information and completion date. Required fields include: name, title, school name & district, key areas, key topics, training subjects, course title, training time, completion date. ADE trackers can be found here: http://www.azed.gov/health-nutrition/usda-professional-standards-new/	<i>Please provide written assurance that any missing required fields will be added to the current training tracker or different tracker will be utilized.</i>
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General Program Compliance: Water

No findings.

None required.

General Program Compliance: Food Safety, Storage and Buy American

No findings.

None required.

General Program Compliance: Reporting & Recordkeeping

No findings.

None required.

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

None required.

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations on completing your 2016-2017 Administrative Review! You are all doing such a wonderful job implementing the National School Lunch and School Breakfast Program at Challenge Charter School, please keep up the good work.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

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Yes- SBP

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No- SBP

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Yes- NSLP

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No- NSLP

Please submit corrective action response by January 27, 2017 to Elisabeth Alvarez at Elisabeth.Alvarez@azed.gov or 1535 West Jefferson Street, Bin #7 Phoenix, Arizona 85007.



11/18/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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